



State of Arizona

Department of Education

Request For Proposal

Cover Page

Arizona Department of Education
Procurement Section/3rd Floor
1535 W. Jefferson Street, Bin 37
Phoenix, AZ 85007
Phone: (602) 364-2517
Fax: (602) 364-0598

Solicitation Number: RFP ED09-0015

Solicitation Due Date / Time: January 7, 2009, at 3:00 P.M. Mountain Standard Time

Submittal Location: Arizona Department of Education
Procurement Section/3rd Floor
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007

Description of Procurement: Standardized Assessment Tool to be used statewide to assess proficiency in English for Arizona's Adult English Language Learner (ELAA) Students.

A Pre-Offer Conference will not be held in conjunction with this procurement.

In accordance with A.R.S. § 41-2534, competitive sealed proposals for the materials or services specified will be received by the Arizona Department of Education's Procurement Section at the above specified location until the time and date cited. Offers received by the correct time and date will be opened and the name of each Offeror will be publicly read.

Offers must be in the actual possession of the Arizona Department of Education's Procurement Section on or prior to the time and date, and at the submittal location indicated above. ***Late offers will not be considered.***

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

Persons with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with 72 hours prior notice. Such requests are to be addressed to the Solicitation Contact Person or Procurement Officer.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

Clay Dones
Procurement Officer

(602) 364-2517
Telephone Number

Date

OFFER AND AWARD



ARIZONA DEPARTMENT OF EDUCATION
Procurement Section
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007

SOLICITATION NO. RFP NO. ED09-0015

OFFER

The Undersigned hereby offers and agrees to furnish the materials, service(s) or construction in compliance with all the terms, conditions, specifications and amendments in the solicitation.

The Undersigned additionally certifies that the offeror does not have scrutinized business operations in either the Sudan (A.R.S. 35-391) or Iran (A.R.S. 35-393).

Company Name

Name of Person Authorized to Sign Offer

Street Address

Title of Authorized Person

City State Zip Code

Signature of Authorized Person Date of Offer

Telephone Number: _____

Facsimile Number: _____

Offeror's Arizona Transaction (Sales) Privilege Tax License Number: _____

Offeror's Federal Employer Identification Number: _____

Acknowledgement of Amendment(s):
(Offeror acknowledges receipt of amendment(s) to the Solicitation for Offers and related documents numbered and dated

Amendment No. Date

Amendment No. Date

ACCEPTANCE OF OFFER AND CONTRACT AWARD

(For State of Arizona Use Only)

Your Offer, dated _____, is hereby accepted as described in the Notice of Award. You are now bound to perform based upon the solicitation and your Offer, as accepted by the State.

This Contract shall henceforth be referred to as Contract Number **ED09-0015-**_____.

You are hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until you receive an executed purchase order, contract release document, or written notice to proceed, if applicable.

State of Arizona

Awarded this _____ day of _____ 2009

Douglas C. Peeples, MBA, CPPB, CPCP
Chief Procurement Officer

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SECTION 1

SCOPE OF WORK

ARIZONA DEPARTMENT OF EDUCATION
Procurement Section
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1. **Background:** Title II (the Adult Education and Family Literacy Act) of the Workforce Investment Act of 1998 stipulates that continued federal funding for adult education will be dependent upon evidence of education gains, or skills which assist adult learners to find and retain employment or qualify for post-secondary education and training. The US Department of Education, Office of Vocational and Adult Education, Division of Adult Education further requires that students must be assessed using OVAE approved standardized pre-progress assessments to report these gains within the National Reporting System (NRS).
2. **Purpose for RFP**
 - 2.1 The ADE Adult Education Services Section desires to adopt an OVAE approved standardized assessment tool to be used statewide to assess proficiency in English for Arizona's Adult English Language Learner (ELAA) students.
 - 2.2 Initial testing will be given to registered students when they begin their course of study and progress testing will be conducted with enrolled students throughout the year.
 - 2.3 These tests will be purchased by the state's authorized Adult Education programs, which may include school districts, community colleges and community-based organizations. Authorized programs will be identified by the ADE/Division of Adult Education Services.
3. **Assessment Requirements**
 - 3.1 The selected assessment instrument shall measure English language proficiency in close alignment with Arizona Adult Education English Language Acquisition for Adults Standards (ELAA) in Listening & Speaking, Reading, and Writing. Assessments having strong alignment and meeting the additional administrative requirements as detailed in the accompanying attachments (**6.8, ELAA Assessment Alignment to Arizona Adult Education ELAA Standards**, and **6.9, Overview of Arizona Adult Education ELAA Proficiency Assessment Requirements**) will be considered more favorably.
 - 3.2 A **locator test** (pre-test) in oral and reading and writing skills that determines the appropriateness of further testing.
4. **Experience**
 - 4.1 Demonstrated experience in designing assessments, training and materials for English language learners and in aligning assessments to materials and standards for English language learners. Experience in the areas related to adult learners is preferred.
 - 4.2 Demonstrated history of satisfactory performance in the delivery of materials to a variety of users.
5. **Training Requirements**
 - 5.1 The Contractor shall prepare training materials for regional workshops to be conducted before statewide implementation and send a representative to explain the testing procedures to be employed. The basic purpose of these regional workshops is to provide in-depth training for local adult education programs' staff actively involved in the testing process, and to train state staff in a "train the trainer" model that will enable them to provide future training in the assessment tool, processes and procedures. Written and media presentations of training materials should detail the overall processing and administration of test materials from initial entry into program through progress testing and reporting of results in the Arizona Adult Education data collection system.

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6. **Scoring.** The selected ELAA assessment shall be able to be hand-scored, as well as machine-scored as indicated in the Overview of Arizona ELAA Proficiency Assessment Requirements. Contractor scoring of the test is an option for programs that choose it. Offerors shall state costs of scoring as part of their pricing, while realizing that most programs will perform this function locally. The Contractor shall provide a scoring and interpretative manual to permit local scoring and interpretation of test results for proficiency level.

6.1 Scoring should be in each of the domains (Listening and Speaking, Reading and Writing) and provide an overall composite score.

7. **Delivery Requirements for Test Materials and Assessment Results**

7.1 Contractor shall work with ADE and programs to determine the materials needed by the programs and submit a copy to ADE of the initial round of materials that are purchased. Contractor shall distribute test and related materials to the programs when needed. Contractor shall develop a management and quality control plan to develop, produce, and deliver answer documents.

7.2 If Contractor provides scoring, Contractor shall provide assessment results for each program within two weeks of test administration.

7.3 The Contractor agrees to comply with the federal Family Educational and Privacy Rights Act of 1974. This applies to all provisions of this Contract which involves identifiable individual student data, and specifically to receiving data from ADE and redisclosure of that data to the programs.

8. **Evaluation Rubrics**

This RFP includes two assessment instrument evaluation rubrics that Offerors are required to complete as part of their proposal. See Attachment 6.8, ELAA Assessment Alignment to Arizona Adult Education ELAA Standards, and Attachment 6.9, Overview of ELAA Proficiency Assessment.

SECTION 2

SPECIAL TERMS AND CONDITIONS

ARIZONA DEPARTMENT OF EDUCATION
Procurement Section
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1. **Definition of Terms Used in these Special Terms and Conditions.** As used in these Special Terms and Conditions, the following terms, in addition to those terms defined in Section 3, Paragraph 1, have the following meaning:

- A. “ADE” means the Arizona Department of Education.
- B. “Department” means the Arizona Department of Education.
- C. “Services” means services performed, workmanship and material furnished or used in the performance of services.

2. **Changes.**

- A. The Procurement Officer may at any time, by written order, and without notice to the sureties, if any, make mutually acceptable changes within the general scope of this Contract in any one or more of the following:
 - (1) Description of services to be performed;
 - (2) Time of performance (i.e., hours of the day, days of the week, etc.); and
 - (3) Place of performance of the services.
- B. If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this Contract, whether or not changed by the order, the Procurement Officer shall make an equitable adjustment in the Contract price, the delivery schedule, or both, and shall modify the contract.
- C. The Contractor must assert its right to an adjustment under this provision within 30 days from the date of receipt of the written order. However, if the Procurement Officer decides that the facts justify it, the Procurement Officer may receive and act upon a proposal submitted before final payment of the Contract.
- D. If the Contractor’s proposal includes the cost of property made obsolete or excess by the change, the Procurement Officer shall have the right to prescribe the manner of the disposition of the property.
- E. Failure to agree to any adjustment shall be a dispute under the Contract Claims provision of this Contract. However, nothing in this provision shall excuse the Contractor from proceeding with the Contract as changed.

3. **Indemnification.**

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as “Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as “Claims”) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers’ Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or

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omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

4. Insurance.

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Blanket Contractual Liability – Written and Oral	\$1,000,000
• Fire Legal Liability	\$ 50,000
• Each Occurrence	\$1,000,000

a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”.***

b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

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Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language:
"The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor".
- b. Policy shall contain a waiver of subrogation against the State of Arizona, as departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. § 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to the office named in paragraph 16.D. of this section and shall be sent by certified mail, return receipt requested.

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D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to the office named in paragraph 16.D. of this section. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

5. **Contract Term.** The term of this Contract shall commence on the date the Procurement Officer signs the Offer and Acceptance Form, signifying ADE's acceptance of the Offeror's proposal and will remain in effect for one year, unless terminated, canceled, or extended as otherwise provided herein.

6. **Option to Extend the Term of the Contract.**

- A. ADE may, at its sole option, extend the term of this Contract by written notice to the Contractor within sixty (60) calendar days of the Contract expiration date.
- B. If ADE exercises this option, the extended Contract shall be considered to include this option provision as well as all other terms and conditions of the original contract, as modified.
- C. The total duration of this Contract, including the exercise of any options under this provision, shall not exceed five (5) years.

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7. **Pricing.** All pricing shall be firm, fixed and be inclusive of all labor, equipment, materials, products, freight (FOB Destination), consumable supplies, insurance, and all other costs incidental to the services provided.
8. **Price Adjustments.**
- A. The Procurement Officer may review a fully documented request for a price increase only after the Contract has been effect for one year. Any requested increase(s) shall be based on a cost increase to the Contractor that was clearly unpredictable at the time of the Offer and is directly correlated to the price of the services contractually covered. A price increase adjustment shall only be considered at the time of a Contract extension and shall be a factor in the extension review process.
 - B. All written requests for price adjustments made by the Contractor shall be initiated at least 90 calendar days in advance of any desired price increase. The 90 calendar days advance notice is required to allow the Procurement Officer sufficient time to make a fair and equitable determination to any such request.
 - C. The Procurement Officer shall determine whether the requested price increase or an alternate option is in the best interest of the State.
9. **Employment of State Personnel.** The Contractor shall not employ any person or persons in the employ of the State of Arizona for any work required by the terms of this Contract, without prior written approval of the Procurement Officer.
10. **Warranty of Services.**
- A. The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. ADE's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.
 - B. In addition to its other remedies, ADE may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.
11. **Inclusive Offeror.** Offeror(s) are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning your organization's utilization of small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.
12. **Cooperation with Other Contractors and Subcontractors.** The Contractor shall fully cooperate with other ADE contractors, subcontractors and assigns and shall carefully plan and perform its own work to accommodate the work of other ADE contractors. The Contractor shall not intentionally commit or permit any act which will interfere with the performance of work by any other ADE contractors.
13. **Offshore Performance of Work Prohibited.** Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure

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or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

14. Compliance Requirements for A.R.S. § 41-4401, Government Procurement: E-Verify Requirement

- A. The contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: “After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
- B. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
- C. Failure to comply with a State audit process to randomly verify the employment records of contractors and subcontractors shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
- D. The State Agency retains the legal right to inspect the papers of any employee who works on the contract to ensure that the contractor or subcontractor is complying with the warranty under paragraph 1.

15. Payments.

- A. The Contractor shall submit invoices in one (1) original and one (1) copy. Invoices shall include:
 - (1) Name and address of the Contractor.
 - (2) Invoice date.
 - (3) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).
 - (4) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
 - (5) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms).
 - (6) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the Contract or in a proper notice of assignment).
 - (7) Name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice.
 - (8) Any other information or documentation required by the Contract (such as evidence of shipment).
- B. Submittal of an invoice constitutes Contractor’s certification that services have been delivered as specified on the invoice in accordance with the Contract.
- C. Submit invoices to the following address:

Arizona Department of Education
Accounting, Bin #1
1535 West Jefferson Street
Phoenix, Arizona 85007

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16. Contract Administration

- A.** Address to which Contractor payment(s) should be mailed, if different than that listed on the Offer and Award Form.

(Company Name)

(Street Address)

(City & State) (Zip Code)

- B.** Contractor representative to contact for contract administration purposes:

(Name and Title)

(Street Address)

(City & State) (Zip Code)

(Telephone & Facsimile Numbers)

(E-Mail Address)

- C.** The ADE representative to contact for technical or programmatic matters concerning contract performance (NOTE: this person is not authorized to direct contractor performance or make changes in contract requirements.)

Miriam A. Kroeger, Education Program Specialist
1535 W. Jefferson St., Bin 26
Phoenix, AZ 85007
Miriam.Kroeger@azed.gov
(602) 364-2703

- D.** All contract administration matters will be managed by the Procurement Office. All correspondence concerning this contract shall be directed to:

Contracts Management Unit
1535 West Jefferson Street #37C
Phoenix, Arizona 85007
Phone: (602) 364-2517
Fax: (602) 542-4056
E-Mail: procurementinbox@azed.gov

SECTION 3 UNIFORM TERMS AND CONDITIONS

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Version 7

1. **Definition of Terms.** As used in this Solicitation and any resulting Contract, the terms listed below are defined as follows:
 - A. “Attachment” means any item the Solicitation requires the Offeror to submit as part of the Offer.
 - B. “Contract” means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement of Scope of Work; the Offer and any Final Proposal Revisions; and any Solicitation Amendments or Contract Amendments.
 - C. “Contract Amendment” means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
 - D. “Contractor” means any person who has a Contract with the State.
 - E. “Days” means calendar days unless otherwise specified
 - F. “Exhibit” means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
 - G. “Gratuity” means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
 - H. “Materials” means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.
 - I. “Procurement Officer” means the person duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract or their designee.
 - J. “Services” means the furnishing of labor, time or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.
 - K. “Subcontract” means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.
 - L. “State” means the State of Arizona and Department or Agency of the State that executes the Contract.
 - M. “State Fiscal Year” means the period beginning with July 1 and ending June 30.
2. Version 7.0 of the State of Arizona’s Uniform Terms and Conditions is hereby incorporated by reference. These documents may be accessed through State Procurement Office website by accessing the internet at <http://www.azdoa.gov/spo/agency-resources/documents-forms> or by calling either, State Procurement Office at 602-542-5511 or the Arizona Department of Education at 602-364-2517. ***It is the Offeror’s responsibility to obtain the current revision of the documents.***

SECTION 4 SPECIAL INSTRUCTIONS TO OFFERORS

ARIZONA DEPARTMENT OF EDUCATION
Procurement Section
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007

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1. **Definition of Terms Used in these Special Instructions.** As used in these instructions, the following terms, in addition to those terms defined in Section 2, Paragraph 1, have the following meaning:
 - A. “ADE” means the Arizona Department of Education.
 - B. “Department” means the Arizona Department of Education.
2. **Required Information.** The following shall be submitted concurrent with and as part of the Offer:
 - A. Offer and Contract Award Form;
 - B. Contract Administration; Section 2 Paragraph 16.
 - C. Attachment 6.1, Prices;
 - D. Attachment 6.2, Offeror’s References;
 - E. Attachment 6.3, Offeror’s Organization;
 - F. Attachment 6.4, Offeror’s Personnel Qualifications;
 - G. Attachment 6.5, Offeror’s Financial Disclosure;
 - H. Attachment 6.6, Sole Proprietor Certificate (if necessary);
 - I. Attachment 6.7, State of Arizona Substitute W-9 Form;
 - J. Attachment 6.8, Match of Assessment Items to AZ Adult Education ELAA Proficiency Standards;
 - K. Attachment 6.9, Overview of ELAA Proficiency Assessment Requirements, Offeror’s Rating;
 - L. Attachment 6.10, Offeror’s Checklist; and
 - M. Solicitation Amendments (if any).
3. **Authorized Signature.**
 - A. For any document that requires the Offeror’s signature, the signature provided must be that of the Owner, Partner or Corporate Officer duly authorized to sign contractual agreements. Additionally, if requested by ADE, disclosure of ownership information shall be submitted.
 - (1) Privately Owned: The Owner must sign the contract.
 - (2) Partnership: A Partner must sign the contract.
 - (3) Corporation: A Corporate Officer must sign the contract.
 - B. If a person other than these specified individuals signs the contract, a Power of Attorney indicating the employee’s authority must accompany the contract. All addenda to the contract shall be signed by the authorized individual who signed the contract except that they may be signed by a duly authorized designee.

SECTION 4 SPECIAL INSTRUCTIONS TO OFFERORS

ARIZONA DEPARTMENT OF EDUCATION
Procurement Section
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007

SOLICITATION NO. RFP NO. ED09-0015

4. **Proposal Opening:** As this is a Request For Proposals, Offers shall be opened publicly at the time and place designated on the cover page of this document. The name of each offeror shall be read publicly and recorded. Prices will not be read. Proposals will not be subject to public inspection until after Contract award.
5. **Award of Contract.** Award of a contract will be made to the most responsible Offeror(s) whose offer(s) is determined to be the most advantageous to the State based on the evaluation criteria set forth in the Solicitation.
6. **Inclusive Offeror:**

Offeror(s) are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning your organization's utilization of small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.
7. **Federal Immigration and Nationality Act:**

By submission of the offer, the offeror warrants that both it and all proposed subcontractors are and shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees. The State may, at its sole discretion require evidence of compliance during the evaluation process. Should the State request evidence of compliance, the offeror shall have 5 days from receipt of the request to supply adequate information. Failure to comply with this instruction or failure to supply requested information within the timeframe specified shall result in the offer not being considered for contract award.
8. **Offer Format and Content.**
 - A. **One clearly marked original and three (3) copies** of offer(s) shall be submitted. Subcategories of information in each of the volumes should be highlighted for ease of evaluating the information contained therein. If the Offeror finds it necessary to take exception(s) to any of the requirements specified in this Solicitation, clearly indicate each such exception in the proposal along with a complete explanation of why the exception was taken and what benefit accrues to the State thereby. All substantive exceptions and supporting rationale shall be identified as such and consolidated into one section of the Offer.
 - B. To facilitate evaluation, the Offer must be specific, and complete to clearly and fully demonstrate the Offeror has a thorough understanding of the requirement, can provide detailed information and relate experience concerning previous performance of similar services. Statements that the Offeror understands, can or will comply with the Scope of Work, statements paraphrasing the Scope of Work or parts thereof, and phrases such as "*standard procedures will be employed*" or "*well-known techniques will be used*", etc., will be considered unacceptable. Offerors should note that data previously submitted shall not be relied upon nor incorporated in the Offer by reference.
 - C. Binding and Labeling. Each copy of the Offer shall be presented in three ring binders with the cover indicating the Solicitation number, the Offeror's name and address and copy number (i.e. Copy 2 of 3).
 - D. Indexing. The sections of each copy of the Offer shall be indexed to indicate the applicable parts and elements. Orderliness of the Offer, readability and similar factors should be considered in offer preparation.

SECTION 4 SPECIAL INSTRUCTIONS TO OFFERORS

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E. **Format.** The mandatory information to be placed in each copy of the Offer is listed below. Each copy shall furnish sections for information discussed in the Scope of Work. **Lack of these submissions may cause the Offer to be declared unacceptable.**

- (1) Section One of the Offer shall be titled **Executive Summary**. This Section shall include a signed copy of the Offer and Award Form and completed Attachments 6.1, 6.3, 6.5, 6.6 (if applicable), 6.7 and 6.10.
- (2) Section Two of the Offer shall be titled **Method of Approach and Implementation Plan** and shall provide a narrative on the methodology to be used to accomplish Scope of Work responsibilities including Attachments 6.8 and 6.9 to the extent possible for evaluation purposes. The language of the narrative should be straightforward and limited to facts, solutions to problems and proposed plans of action.
- (3) Section Three of the Offer shall be titled **Offeror's Experience, Expertise and Reliability** and shall provide information which reflects the Offeror's experience and reliability, including personnel, to accomplish Scope of Work responsibilities. This Section shall specifically address or include:
 - (a) At least three (3) verifiable professional references must be provided regarding services provided by the Offeror similar to those required under this Solicitation. This information should be provided on Attachment 6.2.
 - (b) Personnel qualifications, Attachment 6.4

9. Evaluation and Selection. Evaluation of offers may be accomplished in four steps.

- A. **Step One.** Initial review of offer to determine basic responsiveness to the Solicitation, where offers will be reviewed to insure they include all required information.
- B. **Step Two.** Evaluation of offer to assess the Offeror's capability to deliver the required services in accordance with the terms and conditions set forth in the Solicitation and requirements of the Scope of Work.
- C. **Step Three.** (Optional) Discussions with Offerors concerning their offers. This step includes optional presentation of proposed instrument as determined by ADE, and requests for Final Proposal Revisions from Offerors still considered susceptible of winning contract award(s).
- D. **Step Four.** Contract award(s) made to the responsible Offeror(s) whose offer(s) is determined to be the most advantageous to the State, based on the following criteria (in bold print below), which are listed in descending order of importance.
 - (1) **Method of Approach and Implementation Plan;** methodologies to be used to accomplish Scope of Work responsibilities identified paragraph 3, and in Attachments 6.8 and 6.9.
 - (2) **Offeror's Experience, Expertise and Reliability;** demonstration of the Offeror's experience and reliability, including personnel, to accomplish Scope of Work responsibilities. This will include evaluation of references submitted; **and**
 - (3) **Price.**

SECTION 4
SPECIAL INSTRUCTIONS TO OFFERORS

ARIZONA DEPARTMENT OF EDUCATION
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Phoenix, Arizona 85007

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10. **Evaluation of Optional Terms.** ADE will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate ADE to exercise the option(s).
11. **Discussions.** In accordance with A.R.S. § 41-2534, after the initial receipt of offers, ADE reserves the option to conduct discussions with those Offerors who submit offers determined by the State to be reasonably susceptible of being selected for award.
12. **Final Proposal Revisions.**
- A. In the event the Procurement Officer determines discussions are required, discussions on the areas, items, and factors specified in this Solicitation will be held with all Offerors determined to be in the competitive range.
 - B. The Offeror is permitted to make revisions during negotiations. Offerors should be aware that a complete understanding as to pricing, technical, and all other terms and conditions of the proposed contract must exist between the Offeror and ADE at the conclusion of negotiations.
 - C. Discussions will be concluded when a mutual understanding has been reached with each Offeror remaining in the competitive range. This mutual understanding will become the basis for the Offeror's Final Proposal Revision.
 - D. The Final Proposal Revision must be returned, signed and dated by the Offeror within the time and date specified to be eligible for award.
13. **Certificate of Insurance Form.** ADE recommends that the Offeror consider using the sample Certificate of Insurance included in this Solicitation as Exhibit 7.1. If the Offeror wishes, it may submit a substantially similar Certificate of Insurance. If the Offeror so elects, the proposed Certificate of Insurance shall be submitted to ADE for review and approval.

SECTION 5 UNIFORM INSTRUCTIONS TO OFFERORS

ARIZONA DEPARTMENT OF EDUCATION
Procurement Section
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007

SOLICITATION NO. RFP NO. ED09-0015

Version 7.1

1. **Definition of Terms.** As used in these Instructions, the terms listed below are defined as follows:
 - A. “Attachment” means any item the Solicitation requires an Offeror to submit as part of the Offer.
 - B. “Contract” means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement of Scope of Work; the Offer and any Final Proposal Revisions; and any Solicitation Amendments or Contract Amendments; and any terms applied by law.
 - C. “Contract Amendment” means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
 - D. “Contractor” means any person who has a contract with the State.
 - E. “Days” means calendar days unless otherwise specified.
 - F. “Exhibit” means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
 - G. “Offer” means bid, proposal or quotation.
 - H. “Offeror” means a vendor who responds to a Solicitation.
 - I. “Procurement Officer” means the person duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract or his or her designee.
 - J. “Solicitation” means an Invitation for Bids (“IFB”), a Request for Proposals (“RFP”), or a Request for Quotations (“RFQ”).
 - K. “Solicitation Amendment” means a written document that is authorized by the Procurement Officer and issued for the purpose of making changes to the Solicitation.
 - L. “Subcontract” means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.
 - M. “State” means the State of Arizona and Department or Agency of the State that executes the Contract.
2. Version 7.0 of the State of Arizona’s Uniform Instructions to Offerors is hereby incorporated by reference. These documents may be accessed through State Procurement Office website by accessing the internet at <http://www.azdoa.gov/spo/agency-resources/documents-forms> or by calling either, State Procurement Office at 602-542-5511 or the Arizona Department of Education at 602-364-2517. ***It is the Offeror’s responsibility to obtain the current revision of the documents.***

ATTACHMENT 6.1

PRICES/DELIVERY SCHEDULE SOLICITATION No. ED09-0015

The Offeror is required to provide the anticipated price for the following, based on the anticipated volume of 10,000 to 15,000 Adult English Language Learner (ELAA) students using the assessment tool two times.

Product	Price
Assessment tool to assess proficiency in English in accordance with the requirements of the Scope of Work. student)	\$_____ (per
“Train the Trainers” Sessions – Price Per Session (up to 20 participants each)	\$_____
Cost for each additional use of the assessment tool (per student)	\$_____

If payment is made within _____ calendar days after acceptance of goods and/or services, the above quoted price, excluding sales tax, shall be discounted by _____. (Refer to Uniform Instructions To Offerors for discount requirements.)

Notice: If the transaction privilege (sales) taxes are not described and itemized on the offer, the State will assume that the price(s) offered includes all applicable taxes.

ATTACHMENT 6.2

OFFEROR'S REFERENCES SOLICITATION No. ED09-0015

OFFERORS SHALL PROVIDE A MINIMUM OF THREE (3) REFERENCES.

1. Company/Organization _____
 - A. Address _____

 - B. Point of Contact/Phone # _____
 - C. Description of Services and When Provided _____

2. Company/Organization _____
 - A. Address _____

 - B. Point of Contact/Phone # _____
 - C. Description of Services and When Provided _____

3. Company/Organization _____
 - A. Address _____

 - B. Point of Contact/Phone # _____
 - C. Description of Services and When Provided _____

ATTACHMENT 6.3

OFFEROR'S ORGANIZATION SOLICITATION No. ED09-0015

INSTRUCTIONS:

Offerors shall complete each item, using attachments where necessary. Attachments shall indicate the item number and heading being referenced as it appears below. Failure to make full and complete disclosure may result in the rejection of offers as unresponsive.

	<u>YES</u>	<u>NO</u>
1. <u>Administrative Agent</u>		
Is the Offeror acting as an administrative agent for any other agency, firm, or governmental agency? <i>(If YES, provide a description of the relationship in both, legal and functional aspects.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. <u>Civil Rights Compliance Data</u>		
Has any Federal or State agency ever made a finding of noncompliance with any relevant civil rights requirements with respect to the Offeror's business activities? <i>(If YES, provide an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Prior Felony Conviction(s)</u>		
Has the Offeror, its major stockholders with a controlling interest, or its officers been the subject of criminal investigations or prosecutions or convicted of a felony? <i>(If YES, provide an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Suspension or Exclusion from Federal or State Program(s)</u>		
Has the Offeror ever been suspended or excluded from any Federal or State Government program for any reason? <i>(If YES, provide an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the Offeror have sufficient funds to meet obligations on time under the contract while awaiting payment from ADE? <i>(If NO, provide an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five (5) years? <i>(If YES, provide an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the Offeror or the Offeror's firm terminated any contracts, had any contracts terminated, or been involved in contract lawsuits? <i>(If YES, provide an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the Offeror, its staff, relatives, or voting members of the Board of Directors maintain any ownership's, employment's, public and private affiliations or relationships which may have substantial interest (as defined in A.R.S. 38-502, Conflict of Interest) in any contract, sale, purchase, or service involving ADE? <i>(If YES, provide a full explanation of the situation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT 6.3

OFFEROR'S ORGANIZATION SOLICITATION No. ED09-0015

9. Phoenix area address and telephone number, if different than provided on the Offer and Award Form:

(Street Number)

(City and State)

(Zip Code)

(Telephone Number)

(Fax Number)

10. Provide an overview of your firm that includes organizational structure, number and location of offices and the number of employees at each office location. Also indicate the extent and type of involvement of each office listed. Identify the office location from which a majority of the key personnel will be assigned to any resultant contract.
11. If the Offeror's firm is a division or subsidiary of another firm, indicate below the name and address of the parent firm. Also include a description of the working relationship between the Offeror's firm and the parent firm. Specify what impact, if any, this relationship would have on the Offeror's firm's ability to meet the requirements for services described in this Solicitation.

(Firm's Name)

(Street Number)

(City and State)

(Zip Code)

12. If other than a government agency

A. When was the Offeror's firm formed? _____

B. If the Offeror's firm is incorporated, provide a list of the names and addresses of the Board of Directors.

ATTACHMENT 6.4

OFFEROR'S PERSONNEL QUALIFICATIONS SOLICITATION No. ED09-0015

INSTRUCTIONS:

Complete a separate resume, specifically addressing each of the items listed below, for each person who will be proposed to fill the required positions as listed below. If attachments are used, indicate the item number and heading being referenced as it appears below. Attach to each form, the person's resume, current job description, and position(s) for which the person is proposed.

1. Name of Person.
2. Proposed position for contract service.
3. Position currently held in firm ☐ Owner/Partner
☐ Other _____.
4. Number of years with firm.
5. Number of years of consulting experience identified within the scope of work.
6. Summarize the experience of the above-named person.
7. Describe any related education and training (identify degree(s), certification(s), license(s), and professional affiliation(s).
8. Specify any area(s) of _____ consulting expertise.
9. Based on the area(s) of expertise specified in Paragraph 6, above, identify the primary function(s) of this person in terms of providing the services required by this solicitation.
10. Indicate the percentage of time this person WILL be assigned to work under any contract resulting from this solicitation.

ATTACHMENT 6.5

OFFEROR'S FINANCIAL DISCLOSURE SOLICITATION No. ED09-0015

INSTRUCTIONS

Complete each item, using attachments where necessary. If attachments are used, indicate the item number and question being referenced as it appears below.

		<u>YES</u>	<u>NO</u>
1.	Are the Offeror's accounting records maintained in accordance with Generally Accepted Accounting Principles (GAAP)?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the Offeror have an accounting manual?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the Offeror's firm prepare a public annual financial statement? <i>(If YES, provide a copy of the MOST RECENT annual financial statement with proposal.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the Offeror's firm have interim financial statements prepared? <i>(If YES, specify how often.)</i> _____	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the Offeror's firm audited by an independent auditor? <i>(If YES, answer A thru D below.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
A.	How often are audits conducted? _____		
B.	By whom are they conducted: _____ _____		
C.	Provide a copy of the Offeror's most recent audit report and corresponding financial statements. Include reports of Internal Control and Compliance with Federal/Local regulations, if applicable.		
D.	Does the Offeror's firm have any uncorrected audit exceptions?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the Offeror's firm have a formal basis to allocate indirect costs charged to this Contract? <i>(If YES, submit a copy of the allocation plan with proposal.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are there any suits, judgments, tax deficiencies, or claims pending against the Offeror's firm? <i>(If YES, answer A and B below.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
A.	What is the dollar amount? \$ _____		
B.	In which state(s)? _____		
8.	Has the Offeror's firm ever gone through bankruptcy? <input type="checkbox"/>		<input type="checkbox"/>

ATTACHMENT 6.6



ARIZONA DEPARTMENT OF ADMINISTRATION RISK MANAGEMENT SECTION

1818 WEST ADAMS
PHOENIX, ARIZONA 85007
FAX 542-1982

SOLE PROPRIETOR WAIVER

NOTE: THIS FORM APPLIES ONLY TO STATE OF ARIZONA AGENCIES, BOARDS, COMMISSIONS AND UNIVERSITIES UTILIZING SOLE PROPRIETORS WITH NO EMPLOYEES. IF YOU ARE CONTRACTING WITH A CORPORATION, LIMITED LIABILITY COMPANY, PARTNERSHIP OR SOLE PROPRIETORS WITH EMPLOYEES, THIS FORM DOES NOT APPLY.

The following is a written waiver under the compulsory Workers' Compensation laws of the State of Arizona, A.R.S. §23-901 (et. seq.), and specifically, A.R.S. §23-961(L), that provides that a Sole Proprietor may waive his/her rights to Workers' Compensation coverage and benefits.

I am a sole proprietor and I am doing business as _____ (name of Sole Proprietors Business). I am performing work as an independent contractor for the State of Arizona, _____, for Workers' Compensation purposes, and therefore, I am not entitled to Workers' Compensation benefits from the State of Arizona, _____.

I understand that if I have any employees working for me, I must maintain Workers' Compensation insurance on them.

Name of Sole Proprietor: _____
Social Security Number: _____ Telephone #: _____
Street Address/P.O. Box: _____
City: _____ State: _____ Zip Code: _____
Signature of
Sole Proprietor: _____ Date: _____

Agency: Arizona Department of Education Agency #: 455
Signature of Agency
Contract Administrator: _____ Date: _____

Both signatures must be signed and the completed form submitted to the State of Arizona, Department of Administration, Risk Management Section, Insurance Unit, 1818 W. Adams, Phoenix, Az 85007. An authorized Risk Management Representative will sign and return to the agency to be maintained in their records.

Signature of Risk Management Authorized Signer

Date

ATTACHMENT 6.7

State of Arizona Substitute W-9 & Vendor Authorization Form



Purpose: Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

Instructions: Complete form if

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to an Arizona state agency; **AND**
3. You will receive payment from the State of Arizona.

Return completed form to the state agency with whom you do business, for review and authorization.

See instructions below or refer to the IRS instructions at www.irs.gov for details on completing this form.



Type of Request (Must select at least ONE)				<input type="checkbox"/> Tax ID	<input type="checkbox"/> Legal Name	<input type="checkbox"/> Entity Type	<input type="checkbox"/> Minority Business Indicator
<input type="radio"/> New Request	<input type="radio"/> New Location (Additional Mail Code)	<input type="radio"/> Change (Select the type(s) of change from the following:		<input type="checkbox"/> Main Address	<input type="checkbox"/> Remittance Address	<input type="checkbox"/> Contact Information	

Taxpayer Identification Number (TIN) (Provide ONE Only)	
Social Security Number (SSN) <input type="text"/> - <input type="text"/> - <input type="text"/>	OR Federal Employer Identification Number (FEIN) <input type="text"/> - <input type="text"/>

Entity Name Must Provide Legal Name (*Must match SSN or FEIN given. If Individual or Sole Proprietorship enter First, Middle, Last Name.)	
Legal Name* <input type="text"/>	

Entity Type Must Select One of the Following (Coding (X#) is for Internal Purposes Only)	
<input type="radio"/> Individual/Sole Proprietor or Sole Proprietor organized as LLC, PLLC (6I) <input type="radio"/> Corporation NOT providing health care, medical or legal services (5A) <input type="radio"/> Corporation providing health care, medical or legal services (5M) <input type="radio"/> Partnership, LLP or Partnership organized as LLC or PLLC (5C) <input type="radio"/> An international organization or any of its agencies/instrumentalities (5U) <input type="radio"/> The US or any of its political subdivisions or instrumentalities (2G)	<input type="radio"/> State of Arizona employee (1E) STATE HRIS EIN <input type="text"/> <input type="radio"/> LLC, PLLC organized as corporation NOT providing health care, medical or legal services (5A) <input type="radio"/> LLC, PLLC organized as corporation providing health care, medical or legal services (5M) <input type="radio"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G) <input type="radio"/> Other: Tax Reportable Entity (5P) <input type="radio"/> Other: Tax Exempt Entity (5H)
Description <input type="text"/>	

Minority Business Indicator Must select one of the following (Coding (X#) is for internal purposes only)		
<input type="radio"/> Small Business (01) <input type="radio"/> Small Business- African American (23) <input type="radio"/> Small Business- Asian (24) <input type="radio"/> Small Business- Hispanic (25) <input type="radio"/> Small Business- Native American (27) <input type="radio"/> Small Business- Other Minority (05) <input type="radio"/> Small, Woman Owned Business (06) <input type="radio"/> Small, Woman Owned Business- African American (29) <input type="radio"/> Small, Woman Owned Business- Asian (30)	<input type="radio"/> Small, Woman Owned Business- Hispanic (31) <input type="radio"/> Small, Woman Owned Business- Native American (33) <input type="radio"/> Small, Woman Owned Business- Other Minority (11) <input type="radio"/> Woman Owned Business (03) <input type="radio"/> Woman Owned Business- African American (17) <input type="radio"/> Woman Owned Business- Asian (18) <input type="radio"/> Woman Owned Business- Hispanic (19) <input type="radio"/> Woman Owned Business- Native American (21) <input type="radio"/> Woman Owned Business- Other Minority (08)	<input type="radio"/> Minority Owned Business- African American (04) <input type="radio"/> Minority Owned Business- Asian (32) <input type="radio"/> Minority Owned Business- Hispanic (74) <input type="radio"/> Minority Owned Business- Native American (15) <input type="radio"/> Minority Owned Business- Other Minority (02) <input type="radio"/> Non-Profit, IRC §501(c) (88) <input type="radio"/> Non-Small, Non-Minority or Non-Woman Owned Business (00) <input type="radio"/> Individual, Non-Business (00)

Main Address Where tax information and general correspondence is to be mailed DBA/Branch/Location <input type="text"/> Address <input type="text"/> City <input type="text"/> State <input type="text"/> Zip code <input type="text"/>	Remittance Address Where payment is to be mailed <input type="checkbox"/> Same as Main DBA/Branch/Location <input type="text"/> Address <input type="text"/> City <input type="text"/> State <input type="text"/> Zip code <input type="text"/>
--	---

Vendor Contact Information	
Name <input type="text"/>	Title <input type="text"/>
Phone # <input type="text"/> Ext. <input type="text"/> Fax <input type="text"/>	Email <input type="text"/>

Certification <input type="checkbox"/> Exempt from backup withholding Under Penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND 3. I am a U.S. person (including U.S. resident alien). Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. <i>The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.</i>
--

Signature <input type="text"/>	Title <input type="text"/>	Date <input type="text"/>
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STATE OF ARIZONA AGENCY USE ONLY - AGENCY AUTHORIZATION				VENDOR: DO NOT WRITE BELOW THIS LINE			
State HRIS EIN <input type="text"/>	Print Name <input type="text"/>	Signature <input type="text"/>					
AGY <input type="text"/>	Title <input type="text"/>	Phone # <input type="text"/>	Email <input type="text"/>	Date <input type="text"/>			

STATE OF ARIZONA GAO USE ONLY				VENDOR & STATE AGENCY: DO NOT WRITE BELOW THIS LINE			
<input type="checkbox"/> IRS TIN Matching	<input type="checkbox"/> Corporation Commission	Vendor Number <input type="text"/>	Processed by <input type="text"/>	Date Processed <input type="text"/>			
<input type="checkbox"/> HRIS	<input type="checkbox"/> GAO-03	<input type="checkbox"/> Other					

ATTACHMENT 6.8

ELAA Assessment Alignment to Arizona Adult Education ELAA Standards

(Page 1 of 17)

Directions: In the following charts, please indicate the specific test items that satisfy the objective and place a check where there are matches to content and performance centrality. The SUPPORTING GRAMMAR and MECHANICS are imbedded in the content objectives of each level. (0L refers to ELAA Standards – Beginning Literacy, LISTENING and SPEAKING; 1R would be ELAA I, Reading, etc.)

ELAA 0 (Beginning Literacy)				
SUPPORTING GRAMMAR and MECHANICS Applies knowledge of:		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
The verb <i>to be</i> in the present tense and in the affirmative, negative and interrogative forms.	0L1			
Basic <i>wh-</i> questions.	0L2			
Possessive adjectives and subject pronouns.	0L3			
Verbs in the imperative form (e.g. give, take, put, look).	0L4			
Nouns in singular and plural.	0L5			
Total checks for ELAA (0) Beginning Literacy SUPPORTING GRAMMAR and MECHANICS:				
LISTENING and SPEAKING Targeted Objectives				
<p>Learners at this stage comprehend simple statements and questions. They understand the general idea of basic messages and conversations that pertain to common, routine matters. Their interactions are short, face-to-face, informal, and with one person at a time or in small groups. Learners' speech is largely guided by questions and feedback from the instructor, although they can initiate and respond to basic statements. They rely heavily on repetition, gestures and other nonverbal cues to sustain conversations. Learners' speech is slow. Communications that learners listen to and comprehend are short and include familiar, routine words. Context strongly supports their utterances</p>				
Delivery of Oral Communication				
		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Communicates personal and survival needs.	0L6			
Uses numbers for routine tasks such as telling time and counting money.	0L7			
Responds appropriately to most social interactions.	0L8			
Identifies by name familiar objects, people, and events.	0L9			
Total checks for ELAA Beginning Literacy Delivery of Oral Communication:				
Comprehension of Oral Communication				
Comprehends words, phrases, and short sentences in conversations on topics of personal relevance.	0L10			
Comprehends and follows simple multiple step instructions and imperatives.	0L11			
Identifies key details in read-aloud stories.	0L12			
Total checks for ELAA Beginning Literacy Oral Comprehension:				
TOTAL FOR ELAA BEGINNING LITERACY LISTENING & SPEAKING:				

ATTACHMENT 6.8

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ELAA 0 READING Targeted Objectives

Learners at this stage of proficiency can comprehend the general message of basic reading passages dramatized or read to them. These reading passages contain simple language structures and syntax, high frequency vocabulary, and predictable grammatical patterns. Learners also use prior knowledge and their experiences in their first language to understand meanings in English. Learners often rely on visual cues and prior knowledge or experience with the topic so that the context is personally relevant and strongly supports the text. The learner uses the functions, supporting grammar and mechanics of this level.

Phonemic Awareness & Decoding

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Reads numbers in the hundreds.	OR6			
Total checks for ELAA Beginning Literacy Phonemic Awareness & Decoding:				

Vocabulary

Identifies and labels familiar objects, people, animals, events, common signs, and captions.	OR7			
Total checks for ELAA Beginning Literacy Vocabulary:				

Comprehending Text

Reads and understands the meaning of short common forms, labels, maps, diagrams, traffic signs and symbols.	OR8			
Comprehends and follows basic written directions.	OR9			
Identifies key details and basic sequences of events in stories read to student.	OR10			
Total checks for ELAA Beginning Literacy Comprehending Text:				
TOTAL FOR ELAA BEGINNING LITERACY READING:				

ATTACHMENT 6.8

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ELAA 0 WRITING Targeted Objectives

Learners at this stage of proficiency copy short sentences (three to seven words) and relate short messages, using vocabulary related to the functions, supporting grammar and mechanics for this level. Forms are simple in format and demand.

Writing Applications:

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Fills out simple forms with complete personal information.	0W6			
Applies letter-sound relationships to spell simple words.	0W7			
Writes short sentences by copying words into given sentence patterns.	0W8			
Total checks for ELAA Beginning Literacy Writing Applications:				

Standard English Conventions

Independently and legibly writes letters of the alphabet and numeric symbols(numbers).	0W9			
Follows basic punctuation and capitalization rules.	0W10			
Writes abbreviations.	0W11			
Total checks for ELAA Beginning Literacy Standard English Conventions:				
TOTAL FOR ELAA BEGINNING LITERACY WRITING:				

Offeror's comments regarding alignment to ELAA Beginning Literacy:

ATTACHMENT 6.8

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ELAA I				
SUPPORTING GRAMMAR and MECHANICS Applies knowledge of:		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Verbs in the interrogative, affirmative and negative forms of present, present progressive and future tenses	1L1			
Modal auxiliaries <i>can, may, would like</i> .	1L2			
Adjectives in the demonstrative and possessive forms, including articles (e.g. <i>that</i> blouse; <i>her</i> blouse; <i>the/a</i> red blouse).	1L3			
Prepositions of time and place (e.g., <i>after, in front of</i>).	1L4			
Pronouns in the object and demonstrative forms.	1L5			
Adverbs of time and frequency (e.g., <i>today, usually</i>).	1L6			
Total checks for ELAA I Supporting Grammar and Mechanics:				
LISTENING and SPEAKING Targeted Objectives Learners at this stage of proficiency comprehend basic vocabulary and grammatical structures in face-to-face conversations with one person at a time or in a familiar, supportive group. Topics are familiar and about common routine matters. Listening communications are short monologues and dialogues on familiar routine topics delivered at a slow-to-normal rate. Learners rely on repetition, gestures, and other nonverbal cues to sustain conversations. Learners' speech is guided by specific questions when necessary. Learners use word order accurately in simple sentences, but make errors when using more complex patterns. They use the more common verb tense forms (present, past, and future) consistently, but sometimes make errors in tense formation and proper selection of verbs. Learners' speech rate is slow to normal.				
Comprehension of Oral Communication:				
		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Comprehends and follows multi-step instructions related to position, frequency, and/or duration.	1L7			
Comprehends and follows short predictable discourse on familiar matters.	1L8			
Total checks for ELAA I Oral Comprehension:				
Delivery of Oral Communication:				
Asks/answers questions about familiar objects.	1L9			
Gives and receives compliments, shows gratitude, and expresses apologies in familiar settings.	1L10			
Total checks for ELAA I Delivery of Oral Communication:				
TOTAL FOR ELAA I LISTENING & SPEAKING:				

ATTACHMENT 6.8

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ELAA I READING Targeted Objectives

Learners at this stage of proficiency can comprehend the general message of basic reading passages dramatized or read to them. These reading passages contain simple language structures and syntax, high frequency vocabulary, and predictable grammatical patterns. Learners also use prior knowledge and their experiences in their first language to understand meanings in English. Learners often rely on visual cues and prior knowledge or experience with the topic so that the context is personally relevant and strongly supports the text. The learner uses the functions, supporting grammar and mechanics of this and previous levels.

Phonemic Awareness & Decoding

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performanc e Centrality
Reads one-syllable words when a specified phoneme, including a consonant blend is added, changed or removed.	1R7			
Reads numeric words and symbols in the thousands.	1R8			
Recognizes common abbreviations and contractions.	1R9			
Total checks for ELAA I Phonemic Awareness & Decoding:				
Vocabulary				
Uses common prefixes and suffixes.	1R10			
Total checks for ELAA I Vocabulary:				
Comprehending Text				
Asks and answers questions about text.	1R11			
Total checks for ELAA I Comprehending Text:				
TOTAL for ELAA I READING:				

ATTACHMENT 6.8

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ELAA I WRITING Targeted Objectives

Learners at this stage of proficiency are able to write simple sentences on familiar and personally relevant topics using vocabulary related to the functions and supporting grammar and mechanics for this and the preceding level. Basic vocabulary and structures in simple sentences and phrases are characteristic of learner writing at this level. Errors in spelling and grammar are frequent and characteristic of language production at this stage.

Writing Applications

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Writes notes that convey personal messages that include proper greeting and signature.	1W7			
Writes sentences on familiar topics.	1W8			
Takes basic phone messages.	1W9			
Fills out simple applications.	1W10			
Writes numeric symbols and words as necessary to fill out checks, provide dates, weight, age, etc.	1W11			
Total checks for ELAA I Writing Applications:				
Standard English Conventions				
Produces independent writing that uses punctuation: comma, exclamation point, and apostrophe.	1W12			
Produces independent writing that uses capitalization.	1W13			
Applies spelling rules.	1W14			
Total checks for ELAA I Standard English Conventions:				
TOTAL FOR ELAA I WRITING:				
Offeror's comments regarding alignment to ELAA I:				

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ATTACHMENT 6.8

ELAA II				
SUPPORTING GRAMMAR and MECHANICS Applies knowledge of:		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performanc e Centrality
Verbs in the affirmative, negative and interrogative forms of the past and past progressive tenses.	11L1			
Uses <i>want to</i> and <i>have to</i> .	11L2			
Modals: <i>should</i> , <i>must</i> , <i>ought to</i> , <i>had better</i> , <i>could</i> and <i>would</i> .	11L3			
Comparative and superlative structures.	11L4			
Possessive pronouns.	11L5			
Prepositions of direction and motion.	11L6			
Common two-part phrasal verbs (look ____, get ____).	11L7			
Common affixes (prefixes and suffixes and endings: re-, un-, mis-, -ed, -ist).	11L8			
Count/mass nouns and indefinite pronouns (some, any).	11L9			
Adverbs of manner and sequence (quickly, finally).	11L10			
Total checks for ELAA II SUPPORTING GRAMMAR and MECHANICS:				
<p style="text-align: center;">LISTENING and SPEAKING Targeted Objectives</p> <p>Learners at this stage of proficiency comprehend short conversations and interactions that are face-to-face with one person at a time or in small groups. The context of the conversations is familiar or clear and predictable. Learners at this stage initiate and sustain conversations, although they often speak with hesitation and rely on known vocabulary. Extended communications typically consist of a series of short, familiar structures. They rely on repetition, gestures and other nonverbal cues to sustain conversations. Circumstances of oral communications range from informal to more formal occasions, and audiences consist of small, familiar groups. Listening communications consist of moderately short monologues and dialogues on familiar, routine topics that are face-to-face or video or audio-mediated at a slow-to-normal rate. Learner's speech rate is slow to normal.</p>				
Delivery of Oral Communication				
Gives multi-step routine directions.	11L11			
Retells simple stories or events about routine activities using varied vocabulary.	11L12			
Total checks for ELAA II Delivery of Oral Communication:				
Comprehension of Oral Communication				
Comprehends and follows short predictable discourse; for example, conversations related to describing obligations, complaints, making excuses and apologies).	11L13			
Total checks for ELAA II Oral Communication Comprehension:				
TOTAL FOR ELAA II LISTENING & SPEAKING:				

ATTACHMENT 6.8

ELAA II READING Targeted Objectives

Learners at this stage of proficiency can comprehend the content of different genres of short text. Language in text is predominantly factual and literal. Narratives that are biographical or descriptive are often related to personal experience. Linguistic and stylistic means of expression remain simple and straightforward. Samples of text include stories, poems, newspaper articles, encyclopedia entries, and reports. The learner uses the functions, supporting grammar and mechanics of this and all previous levels.

Vocabulary

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Recognizes common synonyms and antonyms.	IIR11			
Uses common prefixes or suffixes to determine the meaning of unfamiliar words.	IIR12			
Determines the meaning of compound words and contractions using knowledge of the two words that make up a compound word.	IIR13			
Uses a dictionary to find the meaning or spelling of a word.	IIR14			
Total checks for ELAA II Vocabulary:				

Comprehending Text

Responds to basic comprehension questions.	IIR15			
Locates information in short business brochures, notices, and letters.	IIR16			
States the gist of work-related text, including key information and important details.	IIR17			
Total checks for ELAA II Comprehending Text:				
TOTAL FOR ELAA II READING:				

ELAA II WRITING Targeted Objectives

Learners at this stage of proficiency are able to express basic personal needs and compose passages on familiar, personally relevant topics, using vocabulary related to the functions, supporting grammar and mechanics for this and the preceding levels. Personal narrative writing is a focus and is characterized by basic vocabulary and structures in simple sentences and phrases. Errors in spelling and grammar are frequent and characteristic of language production at this stage.

Writing Applications

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Writes a paragraph comprised of several simple sentences focused on one main idea, organized around a topic sentence.	IIW11			
Writes a short, friendly letter or note to convey a personal message that is organized and uses proper format.	IIW12			
Takes phone messages with detailed information.	IIW13			
Fills out applications with required information, including educational and work experience.	IIW14			
Writes multi-step directions.	IIW15			
Total checks for ELAA II Writing Applications:				
TOTAL CHECKS FOR ELAA II WRITING:				
Offers comments on alignment to ELAA II Standards:				

ATTACHMENT 6.8

ELAA III				
SUPPORTING GRAMMAR and MECHANICS Applies knowledge of:		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Verbs in the affirmative, negative and interrogative of the present perfect and present perfect progressive tenses.	IIIL1			
Present real conditional (If..., will....)	IIIL2			
Habitual past (e.g. <i>used to</i> , <i>would</i>).	IIIL3			
Connectors (and, however, therefore, etc.).	IIIL4			
Reflexive pronouns.	IIIL5			
Total checks for ELAA III SUPPORTING GRAMMAR and MECHANICS:				
LISTENING and SPEAKING Targeted Objectives Learners at this stage of proficiency comprehend standard speech delivered in many settings, including various academic settings with some repetition and rewording. They are able to comprehend the main ideas and relevant details of extended discussions or presentations on a broad variety of general interest topics. They have mastered basic sentence structure and verb tenses but may have some difficulty with more complex structures. Learners' rate of speech is at a slow-to-normal rate				
Delivery of Oral Communication				
		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Participates in social conversations by asking and responding to questions and describing past events and routines.	IIIL6			
Uses connected discourse and transitions.	IIIL7			
Total checks for ELAA III Delivery of Oral Communication:				
Comprehension of Oral Communication				
Identifies purpose and main idea in oral presentations.	IIIL8			
Comprehends multi-step instructions to complete a familiar process or procedure.	IIIL9			
Total checks for ELAA III Oral Comprehension:				
TOTAL CHECKS FOR ELAA III LISTENING & SPEAKING:				

ATTACHMENT 6.8

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ELAA III READING Targeted Objectives				
Learners at this stage of proficiency comprehend standard speech delivered in many settings, including various academic settings with some repetition and rewording. They are able to comprehend the main ideas and relevant details of extended discussions or presentations on a broad variety of general interest topics. They have mastered basic sentence structure and verb tenses but may have some difficulty with more complex structures.				
Vocabulary				
		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Knows and uses knowledge of root words and affixes to determine the meaning of unknown words.	IIIR6			
Determines the intended meaning of words with multiple meanings using word, sentence, and paragraph clues.	IIIR7			
Knows and uses common idiomatic expressions.	IIIR8			
Recognizes that the same thing has been said another way.	IIIR9			
Total checks for ELAA III Vocabulary:				
Comprehending Text				
Follows a set of written, multi-step instructions to perform routine procedures or answer questions.	IIIR10			
Identifies the purpose, main ideas, key words and important details in informational text that requires some level of inference.	IIIR11			
Describes main points of story or narrative.	IIIR12			
Accesses and locates information through table of contents, indexes, glossaries, titles, and headings.	IIIR13			
Identifies cause and effect relationships in text.	IIIR14			
Total checks for ELAA III Comprehending Text:				
TOTAL FOR ELAA III READING:				

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ATTACHMENT 6.8

ELAA III WRITING Targeted Objectives

Students at this stage of proficiency can write short texts using basic vocabulary and common language structures related to the functions, supporting grammar and mechanics for this level and the preceding levels. Personal experience narratives, expository writings and letters are a focus at this level. They can express ideas in the present, future, and past and present perfect tenses. Frequent errors are characteristic of this level especially when learners try to express thoughts that require more complex language structures. Circumstances range from informal to more formal occasions.

Writing Applications

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Writes up to two paragraphs in various genres distinguished by a clear introduction and organization, general supporting ideas, and some variety of sentence structures.	IIIR6			
Total checks for ELAA III Writing Applications;				

Standard English Conventions

Spells words correctly, irregular verb forms, in particular.	IIIR7			
Demonstrates control over simple sentence patterns and complex sentences that use compound subjects or verbs.	IIIR8			
Total checks for Standard English Conventions:				
TOTAL FOR ELAA III WRITING:				

Offeror's comments on alignment to ELAA III Standards:

ATTACHMENT 6.8

ELAA IV				
SUPPORTING GRAMMAR and MECHANICS Applies knowledge of:		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Verbs in the affirmative, negative and interrogative of the past perfect, future perfect and future perfect progressive tenses.	IVL1			
Reported and quoted speech and related punctuation.	IVL2			
Embedded questions (<i>Do you know where the airport is?</i>).	IVL3			
Tag and negative questions.	IVL4			
Present unreal conditional (If..., would...).	IVL5			
Three part phrasal verbs (<i>e.g. get out of</i>).	IVL6			
Total checks for ELAA IV SUPPORTING GRAMMAR and MECHANICS:				
<p style="text-align: center;">LISTENING and SPEAKING Targeted Objectives</p> <p>Learners at this stage of proficiency comprehend standard speech delivered in most settings, including various academic groups -- small and large – with some repetition and rewording. They are able to comprehend the main ideas and relevant details of extended discussions or presentations on a broad variety of general interest topics and technical discourse, including those that require some level of inference. Learners can comprehend subtleties and detect affective undertones in spoken language. They draw on a wide range of language forms, vocabulary and idioms, and they can engage in extended conversations on a broad range of topics. They have mastered basic sentence structure and verb tenses but may have some difficulty with more complex structures. Learners' rate of speech is at a normal-to-fast rate.</p>				
Delivery of Oral Communication				
Expresses sympathy, empathy, humor and gratitude in socially and culturally appropriate ways.	IVL6			
Total checks for ELAA IV Oral Communication:				
Comprehension of Oral Communication				
Summarizes main ideas and supporting details in oral discourse on personal, social or academic topics.	IVL7			
Responds to and asks open-ended questions.	IVL8			
Total checks for ELAA IV Oral Comprehension:				
TOTAL FOR ELAA IV LISTENING & SPEAKING				

ATTACHMENT 6.8

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ELAA IV READING Targeted Objectives

Learners at this stage of proficiency read and obtain meaning from a wide range of texts. They use the same reading strategies as their native English-speaking peers to derive meaning from text. They are able to read a variety of authentic texts including newspaper and magazine articles, novels, poems, reports, editorials and opinion essays. Language in text is at an appropriate level for the general public. Context of text is relevant, but not always familiar and predictable. Language in text is literal and abstract, and explicit and implicit. Inference may be required to identify the writer's purpose or function of the text. The learner uses the functions and supporting grammar and mechanics of this and all previous levels.

Vocabulary

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Applies knowledge of common Greek and Latin roots and affixes to understand content area vocabulary.	IVR6			
Distinguishes between the denotative and connotative meanings of words.	IVR7			
Distinguishes and interprets words with multiple meanings using word, sentence, and paragraph clues such as definition, example, restatement, or contrast to determine meaning.	IVR8			
Determines the meaning of figurative language.	IVR9			
Total checks for ELAA IV Vocabulary:				

Comprehending Text

Identifies the theme (e.g., moral, lesson, meaning, message, view or comment on life), plot, and point of view of articles in magazines, newspapers, or fiction.	IVR10			
Summarizes main ideas and essential elements in informational text.	IVR11			
Distinguishes fact from opinion in persuasive text.	IVR12			
Identifies stated and implied cause and effect relationships.	IVR12			
Total checks for ELAA IV Comprehending Text:				
TOTAL FOR ELAA IV READING:				

ATTACHMENT 6.8

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ELAA IV WRITING Targeted Objectives

Learners at this stage of proficiency can write narratives, expository writings, formal business letters and creative passages using vocabulary related to the functions and supporting grammar and mechanics for this level and the preceding levels. They show good control of English morphology and the most frequently used grammatical structures. Learners can express complex ideas and use a wide range of vocabulary, idioms and a full range of verb tenses. Circumstances range from informal to more formal occasions.

Writing Applications

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Writes up to 4 paragraphs with a clear introduction, supporting ideas, logical transitions, and a conclusion.	IVW6			
Total checks for ELAA IV Writing Applications:				

Standard English Conventions

Spells words correctly	IVW7			
Demonstrates control of complex sentence structures.	IVW8			
Total checks for ELAA IV Standard English Conventions:				
TOTAL FOR ELAA IV WRITING:				

Offeror's comments on alignment to ELAA IV Standards:

ELAA V				
SUPPORTING GRAMMAR and MECHANICS Applies knowledge of		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Verbs in the affirmative, negative and interrogative of the past perfect progressive and future perfect progressive tenses.	VL1			
Past unreal conditionals (<i>If..., would have...</i>).	VL2			
Root words, prefixes and suffixes to expand vocabulary.	VL3			
Gerund and participial adjectives (e.g., <i>interesting</i> vs. <i>interested</i>).	VL4			
Passive voice.	VL5			
Modals in past tense (<i>should have gone</i>).	VL6			
Total checks for ELAA V SUPPORTING GRAMMAR and MECHANICS:				
LISTENING and SPEAKING Targeted Objectives				
Learners at this stage of proficiency understand most standard speech. They understand and identify the main ideas and relevant details of discussions or presentations on a wide range of topics including unfamiliar and technical ones. Listening communications come in the form of lectures, debates, discussions and critiques. Learners are able to comprehend nuanced meaning represented by speech variations in stress, intonation, pace and rhythm. They engage in most communications with minimal errors. Learners have a high degree of fluency and accuracy when speaking on topics that are abstract and not personal. Although learners may make errors with some language forms, the errors do not interfere with meaning.				
Comprehension of Oral Communication				
Interpret the emotion or mood of a speaker and infer speaker's bias.	VL7			
Recognize irony, sarcasm, and humor in variety of interactions.	VL8			
Total checks for ELAA V Oral Comprehension:				
TOTAL CHECKS FOR ELAA V LISTENING & SPEAKING				

ATTACHMENT 6.8

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ELAA V READING Targeted Objectives

Learners at this stage of proficiency are able to read and draw meaning from a wide range of authentic texts, in all styles and forms, including literature and technical text. Language in text can be linguistically complex, but with clear underlying structures. Inference is often required to comprehend the text. Examples of text are expository and persuasive essays, policy and problem-solution papers, research papers, novels, plays and poetry. The learner uses the functions and supporting grammar and mechanics of this and all previous levels.

Vocabulary

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Determines the meaning of content area vocabulary using an expanded range of Greek and Latin roots and affixes.	VR7			
Total checks for ELAA V Vocabulary:				

Comprehending Text

Draws conclusions and expresses his or her own opinion about ideas in text, including evaluating the ideas in text.	VR8			
Compares and contrasts central ideas and concepts in text.	VR9			
Evaluates the facts and other details that support the author's argument regarding a particular idea.	VR10			
Total checks for ELAA V Comprehending Text:				
TOTAL CHECKS FOR ELAA V READING:				

ATTACHMENT 6.8

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ELAA V WRITING Targeted Objectives

Learners at this stage of proficiency write varied, multi-paragraph essays that may be of a specialized or technical nature to relate a sequence of events, tell a story, give “how-to” instructions or to describe a person, object, scene, procedure or routine. They use vocabulary related to the functions and supporting grammar and mechanics for this level and the preceding levels. They are approaching fluency in writing and begin to use the subtleties of written language, although they may make minor errors. Circumstances range from informal to more formal writing in all genres.

Writing Applications

		List Specific Item Number(s) of Assessment Tool	Content Centrality	Performance Centrality
Uses the writing process to create essays and formal communications in various genres distinguished by clear and focused main ideas well supported with varied details and demonstrating a strong awareness of audience.	VW7			
Total checks for ELAA V Writing Applications:				
TOTAL CHECKS FOR ELAA V WRITING:				
Offeror's comments regarding alignment to ELAA V Standards				
Additional comments on alignment to Arizona Adult Education ELAA Standards				

ATTACHMENT 6.8

ATTACHMENT 6.9

Overview of Arizona ELAA Proficiency Assessment Requirements

(Page 1 of 2)

Instructions to Offeror: Compare your assessment products and services to the questions and mark the appropriate box. Where needed, indicate the levels addressed (ELAA 0 = ELAA Beginning Literacy, ELAA I = ELAA I, etc.)

	Yes, Definitely	Yes, to a large extent	Only Partially	No
a. Do Offeror's assessment instruments test				
• listening & speaking				
• reading				
• writing				
b. Do Offeror's assessment instruments test adult students of all levels of ELAA Proficiency? [Beginning Literacy(ELAA 0) – ELAA V]				
c. Do Offeror's assessment instruments contain very few (less than 10% of) assessment items that are NOT included in the ELAA Proficiency Standards?				
d. Do assessment items have a span of difficulty appropriate for Adult English Language Learners for each level of ELAA Proficiency (ELAA Beginning Literacy-V) in:				
• listening & speaking				
• reading				
• writing				
e. Is there a screening instrument to quickly identify those students for whom further testing, especially in reading and writing, is not appropriate?				
f. Is there a screening instrument to quickly determine the initial testing levels in listening and speaking, reading and writing?				
g. Are unscored practice tests available to familiarize students with test-taking procedures before the real assessment instruments are administered? (This is optional.)				
h. Does the assessment instrument have a placement component to assist educators in correct placement of ELAA students within the AZ Adult ELAA Proficiency Standards?				
i. Does the assessment have supplemental materials to assist in teaching and studying?				
j. Are the test booklets non-consumable so that they can be reused?				

ATTACHMENT 6.9

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Describe the scoring options and processes for this tool. Describe how test results, data interpretation, and reports are communicated to test administrators, teachers and learners, Describe the methods available to score tests and report results. Include answers to the following questions:

	Yes, Definitely	Yes, to a large extent	Only Partially	No
a. Does the test administration manual have clear instructions that promote consistency across testers and settings?				
b. Is the test format easy for students to understand and use?				
c. Does the test have time limits ? Please provide data regarding the recommended time limits to complete the assessment relative to students' proficiency levels.				
d. Are answer documents reproducible on site?				
e. Can separate student scores be generated for each of Arizona's ELAA proficiency domains, i.e. Listening & Speaking, Reading, and Writing (i.e., each student will have three separate scores/placements based on the proficiency domains)?				
f. Are test results helpful and meaningful for informing instruction of student strengths and weaknesses in reading, writing, and listening & speaking? Please elaborate on your response				
g. Can a composite (average) score be computed for each student for all three domains? Please elaborate on your response				

Training

Describe the training that is needed and provided in order to administer the tool, and the options for training that are available.

Name of Assessment:	Asst. Version:
Offeror Name:	Date: _____

ATTACHMENT 6.10

OFFEROR'S CHECKLIST SOLICITATION No. ED09-0015

Instructions: Offerors must submit the items listed below. In the column titled "Offeror's Page #", the Offeror must enter the appropriate page number(s) from its Proposal where the ADE evaluators may find the Offeror's response to that requirement.

Required Item	Solicitation Reference:	Offeror's Proposal Page #:
1. Offer and Award Form Signed	Page 1	
2. Contract Administration	Section 2. ¶¶ 19	
3. Offeror's Prices	Attachment 6.1	
4. Offeror's References	Attachment 6.2	
5. Offeror's Organization	Attachment 6.3	
6. Offeror's Personnel Qualifications	Attachment 6.4	
7. Offeror's Financial Disclosure	Attachment 6.5	
8. Sole Proprietor Certificate Waiver (if necessary)	Attachment 6.6	
9. State of Arizona Substitute W-9 Form	Attachment 6.7	
10. Match of Assessment Items to AZ Adult Education ELAA Proficiency Standards for Listening and Speaking, Reading and Writing	Attachment 6.8	
11. Offeror's Rating of Proposed Assessment Instrument	Attachment 6.9	
12. Offeror's Checklist	Attachment 6.10	

EXHIBIT 7.1

	<h2 style="margin:0;">CERTIFICATE OF INSURANCE</h2> <p style="margin:5px 0;">CONTRACT NO. ED05-</p> <p style="margin:5px 0;">VENDOR:</p>	<p style="margin:0;">ARIZONA DEPARTMENT OF EDUCATION</p> <p style="margin:0;">PROCUREMENT SECTION</p> <p style="margin:0;">1535 WEST JEFFERSON, Bin 37</p> <p style="margin:0;">PHOENIX, ARIZONA 85007</p> <p style="margin:0;">(602) 364-2517</p>		
Prior to commencing services under this Contract, the Contractor must furnish the State, certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this Contract and shall not serve to limit any liabilities or any other Contractor obligations.				
Name and Address of Insurance Agency::	Company Letter	Companies Affording Coverage:		
	A			
	B			
Name and Address of Insured:	C			
	D			
LIMITS OF LIABILITY MINIMUM – EACH OCCURRENCE	COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined		Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above		Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum		Umbrella Liability		
Statutory Limits		Workmen's Compensation and Employer's Liability		
		Other		
State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.		It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the State without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.		
Name and Address of Certificate Holder:		Date Issued: _____ _____ <div style="text-align: right;">Authorized Representative</div>		

END OF SOLICITATION NO. ED09-0015